

DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY MEDICAL DEPARTMENT CENTER
AND SCHOOL AND FORT SAM HOUSTON
Fort Sam Houston, Texas 78234-6150

AMEDDC&S & FSH Memorandum
No. 350-16

1 March 2004

Training
CLASSROOM USAGE FOR NON-U.S. ARMY MEDICAL DEPARTMENT CENTER
AND SCHOOL (AMEDDC&S) ENTITIES

1. **HISTORY.** This is the first printing of this publication and supersedes Academy of Health Sciences (AHS) Policy #43, 29 Aug 01.
2. **PURPOSE.** To establish the policy and procedures required for the use of AMEDDC&S classrooms by non-AMEDDC&S entities.
3. **REFERENCES.**
 - a. Academy of Health Sciences Policy #9, Food and Drink Policy for Willis Hall, Building 2841. (Required)
 - b. U.S. Army Medical Department Center and School and Fort Sam Houston Circular 350-02-2, Primary Classroom Assignments. (Related)
 - c. Memorandum, Academy of Health Sciences, MCCS-HSM, 1 Aug 02, subject: College Classroom Usage at the Academy of Health Sciences (AHS). (Related)
4. **APPLICABILITY.** This is applicable to all training proponents that have primary classroom assignments; Department of Defense components; local colleges/universities; Fort Sam Houston Education & Training Center; and public organizations, such as the Health Occupation Students of America, Boy/Girl Scouts, etc.
5. **RESPONSIBILITIES.**
 - a. The Department of Academic Support and Quality Assurance (DASQA) semi-annually updates, via memorandum, the AMEDDC&S classrooms that may be scheduled for local college use in the evenings and on weekends. The Training Systems Support Branch (TSSB), DASQA:
 - (1) Receives requests for classroom usage, determines availability, and notifies requester of classroom availability/non-availability.
 - (2) Notifies appropriate department personnel of classroom usage.
 - (3) Notifies the Fort Sam Houston Education and Training Center of any abuse of the classrooms by the local colleges.
 - b. U.S. Army Medical Department Center and School proponents or AHS departments:
 - (1) Post normal room configuration inside each classroom.
 - (2) Post AHS policy #9, subject: Food and Drink Policy for Willis Hall, Building 2841.
 - (3) Police their primary classrooms before and after the use by other entities and immediately notifies the noncommissioned officer in charge of the TSSB or the staff duty noncommissioned officer (NCO) immediately of any discrepancies.

c. Fort Sam Houston Education and Training Center

- (1) Receives classroom requests from local colleges.
- (2) Annotates available classroom number on requests from colleges, and upon approval of the Director of the Education and Training Center, sends it via fax to the TSSB.
- (3) Notifies TSSB of class cancellations as soon as possible.
- (4) Enforces/informs college instructors of proper use of rooms.

d. Non-AMEDDC&S users of classrooms

- (1) Take note of any discrepancies in the classroom, prior to their use, and report it to the Staff Duty NCO immediately.
- (2) Upon completion of class, return classroom to the original configuration.
- (3) Dispose of all trash in the appropriate receptacles.
- (4) Furnish their own materials and equipment or make arrangements through the Fort Sam Houston Education and Training Center for requirements

(MCCS-HS)

FOR THE COMMANDER:

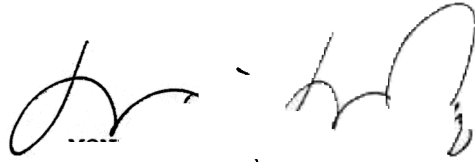
OFFICIAL:

Thomas E. Bailey

THOMAS E. BAILEY
LTC, FA
Adjutant General

DISTRIBUTION:

A

A handwritten signature in black ink, consisting of a large, stylized 'S' followed by a dash and another stylized 'S'.

Secretary of the General Staff